

GROSSMONT  
COLLEGE



FOUNDATION

## GRANT APPLICATION PROCESS & FORM

Please use this form to apply for Foundation dedicated budget funds and College Development Mini-Grants. The College Development Mini-Grant Fund was established to assist Grossmont College campus entities with small requests that may not receive funds from the general district budget. The fund was established from Foundation general funds and direct donor contributions to the Mini-Grant Fund.

Dedicated budget fund requests may be submitted anytime but may only be considered for the following fiscal year. College Development Mini-Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Please follow the process described below.

1. Fill out the form below, completely answering all questions.
2. Acquire the appropriate signatures and approval as indicated
3. Requests must be submitted to President's Office by the end of each month to be considered at the next months Foundation Board of Directors meeting.
4. Notification will be given the second Friday of each month for requests submitted the prior month.

*For more information contact the Grossmont College Foundation Office at 619-644-7109*

*Please check one:*

College Development Mini-Grant Fund

Dedicated Budget Funds

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date needed by: \_\_\_\_\_

Purpose of requested funds: \_\_\_\_\_

Description of need for funds: \_\_\_\_\_

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\_\_\_\_\_  
Dean/VP Approval Date

\_\_\_\_\_  
President's Approval Date

*For Foundation use only:*

**Foundation Approval:** \_\_\_\_\_

**Amount Funded:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_